United Nations FCCC/SBI/2018/14

Framework Convention on Climate Change

Distr.: General
4 October 2018

Original: English

Subsidiary Body for Implementation
Forty-ninth session
Katowice, 2–8 December 2018

Item X of the provisional agenda

Regional hands-on training workshop on the preparation and reporting of information on mitigation actions in national communications and biennial update reports*

Report by the secretariat

Summary

The Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention conducted a regional hands-on training workshop on the preparation and reporting of information on mitigation actions in national communications (NCs) and biennial update reports (BURs) for Parties not included in Annex I to the Convention from the Latin American and Caribbean region in Panama City from 24 to 27 July 2018. The aim of the workshop was to facilitate national experts' preparation and reporting of information on mitigation actions in their countries' NCs and BURs and to enhance their capacity to use the "Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention" and the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention". The workshop also served as a platform for exchanging views, lessons learned and experience relating to the process and preparation of NCs and BURs. This report outlines the proceedings of the workshop and summarizes the discussions.

* This document was submitted after the due date in order to include inputs from the 21st meeting of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention, held on 21 and 22 September 2018.

GE.18-16503(E)

1816503

Please recycle

Contents

		Paragraphs	*Page*
I.	Introduction	1–5	3
	A. Mandate	1–3	3
	B. Scope of the report	4	3
	C. Possible action by the Subsidiary Body for Implementation	5	3
II.	Proceedings	6–9	3
III.	Discussions	10–37	5
	A. Mitigating climate change: the bigger picture	12–14	5
	B. Identifying, selecting and implementing mitigation actions	15–20	5
	C. Analysing the impacts of mitigation actions	21–23	6
	D. Reporting on mitigation under the Convention	24–28	6
	E. Establishing or enhancing national institutional arrangements	29–31	7
	F. Peer exchange	32	7
	G. Constraints, gaps and opportunities, and related financial, technical and capacity-building needs	33–37	8
IV.	Conclusions	38–44	8
Annex			
	Agenda for the regional hands-on training workshop on the preparation and reporting of information on mitigation actions in national communications and biennial update reports for the Latin American and Caribbean region		10

I. Introduction

A. Mandate

1. The Conference of the Parties (COP), by decision 19/CP.19, continued the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) for a period of five years, from 2014 to 2018, and decided that the CGE, in fulfilling its mandate, should function in accordance with the revised terms of reference contained in the annex to that decision.

2. In keeping with those terms of reference, the CGE, at its first meeting in 2018, held in Bonn, Germany, on 5 and 6 February, updated its work programme for 2018.[1] As part of its 2018 workplan,[2] the CGE agreed to conduct a regional hands-on training workshop for Parties not included in Annex I to the Convention (non-Annex I Parties) on the preparation and reporting of information on mitigation actions in national communications (NCs) and biennial update reports (BURs) for the Latin American and Caribbean region (hereinafter referred to as the workshop), a region for which such a workshop had yet to be conducted.

3. COP 19 requested the CGE to submit a progress report annually on its work to the Subsidiary Body for Implementation (SBI) for consideration at the sessions of the SBI held in conjunction with the sessions of the COP.[3]

B. Scope of the report

4. This report, prepared as part of the reporting on the progress of the work of the CGE,[4] contains a summary, in chapter II, of the proceedings of and, in chapter III, of the discussions at the workshop.

C. Possible action by the Subsidiary Body for Implementation

5. The SBI, having considered this report, may wish to take into account the relevant information contained in this report in its consideration of the review of the term and mandate, including the terms of reference, of the CGE with a view to recommending a draft decision thereon for consideration and adoption at COP 24.

II. Proceedings

6. The CGE conducted the workshop with the assistance of the Regional Collaboration Centre in Panama City (operated by the UNFCCC in partnership with the Development Bank of Latin America) and the United Nations Development Programme.

7. The workshop was hosted by the Government of Panama in Panama City from 24 to 27 July 2018. It was attended by 35 national experts (18 female and 17 male): 21 representatives of non-Annex I Parties from the region, three CGE members, three experts from the United Nations Environment Programme Regional Office for Latin America and the Caribbean in Panama City, four experts from the Development Bank of Latin America and four resource persons.[5]

8. The main objectives of the workshop were:

(a) To enhance the capacity of national experts to use the "Guidelines for the preparation of national communications from Parties not included in Annex I to the Convention" (hereinafter referred to as the UNFCCC guidelines for the preparation of NCs

[1] See http://unfccc.int/2608.php.

[2] Available at https://unfccc.int/sites/default/files/resource/CGE_workplan_2018.pdf.

[3] Decision 19/CP.19, paragraph 7.

[4] See document FCCC/SBI/2018/20 for the 2018 report.

[5] Two experts from the Regional Collaboration Centre and two from the Government of Panama.

from non-Annex I Parties) and the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention" (hereinafter referred to as the UNFCCC reporting guidelines on BURs) to facilitate their preparation and reporting of information on mitigation actions in their countries' NCs and BURs;

(b) To serve as a platform for exchanging views, lessons learned and experience relating to the process and preparation of NCs and BURs, as appropriate.

9. The workshop was similar in design and structure to the other two such workshops (for the African region and the Asia-Pacific and Eastern European regions) conducted in 2017 and therefore followed a similar agenda (see the annex). The workshop, through presentations and interactive hands-on exercises, covered the following:

(a) An overview of global mitigation of climate change: key results from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change (AR5). This session addressed the global context of and approaches to climate change mitigation, drawing on the AR5. It covered trends in stocks and flows of greenhouse gases (GHGs) and their drivers, mitigation pathways and measures in the context of sustainable development, and mitigation policies and institutions;

(b) The intergovernmental response to mitigating climate change: the Convention, the Kyoto Protocol and the Paris Agreement. This session provided an overall picture of how national governments of both developed and developing countries are mitigating climate change through intergovernmental processes. While the emphasis was on mitigation in the context of developing countries, elements relating to developed countries were also broadly addressed to complete the global picture;

(c) Identifying, selecting and implementing mitigation actions. This session covered key considerations in conducting mitigation assessments and identifying mitigation actions, and potential barriers to planning and implementing mitigation actions. The main steps involved in mitigation analysis, including selecting and prioritizing mitigation actions, were explained, and an overview of available tools and examples of commonly used tools for assessing mitigation potential were provided. A hands-on exercise using models to construct a GHG cost curve based on a hypothetical narrative and to prioritize mitigation actions using multicriteria analysis was conducted;

(d) Analysing the impacts of mitigation actions. This session provided good practice guidance for the analysis of the expected results of mitigation actions, that is, the ex ante analysis of effects, including the assessment of the sustainable development impacts of mitigation actions. It provided an overview of the steps in conducting an ex ante assessment and examples of existing methodologies and tools for assessing impacts in different fields. A hands-on exercise to assess the GHG emission impacts of mitigation actions in the transport sector was conducted;

(e) Reporting on mitigation under the Convention. This session provided an overview of the context and mandate for developing countries' reporting of information on mitigation in their NCs and BURs. The provisions of the UNFCCC guidelines for the preparation of NCs from non-Annex I Parties and the UNFCCC reporting guidelines on BURs relating to mitigation actions were explained. Possible approaches to communicating information consistently with the reporting provisions were also explained and further elaborated using examples drawn from information submitted by developing countries in their NCs and BURs;

(f) Establishing or enhancing national institutional arrangements. This session presented an overview of the key components of national institutional arrangements for preparing and submitting NCs and BURs. Examples of institutional arrangements established by developing countries, including information on the roles and responsibilities of key stakeholders involved in the process and on addressing resource capacity constraints through partnership or collaboration, were provided;

(g) Peer exchange. The final two sessions of the workshop focused on exchanging lessons learned and experience from preparing and reporting mitigation actions in NCs and BURs. Constraints and gaps, and related financial, technical and capacity-building support

needed in relation to preparing and reporting information on mitigation in NCs and BURs were also touched upon.

III. Discussions

10. First, presentations were made on approaches to preparing and reporting mitigation actions in NCs and BURs in accordance with the relevant reporting provisions and using concrete examples. Question and answer sessions and breakout group exercises followed. Participants engaged in hands-on exercises in preparing and reporting information on mitigation actions using case studies while exchanging views and lessons learned.

11. The key elements of the discussions at each session of the workshop are summarized below.

A. Mitigating climate change: the bigger picture

12. Key points from the AR5 were discussed, especially different climate change scenarios and the potential for undertaking climate change mitigation and adaptation actions, the consideration of which should underpin national climate change goals.

13. Participants expressed interest in enhancing regional collaboration on preparing and reporting information in NCs and BURs on the basis of similarities in national circumstances and climactic conditions in the region, and noted the potential for sharing best practices, resources and expertise with a view to overcoming common challenges.

14. They also expressed interest in learning how the modalities, procedures and guidelines for the enhanced transparency framework for action and support under Article 13 of the Paris Agreement currently being negotiated under the Ad Hoc Working Group on the Paris Agreement (APA) will affect the preparation of NCs and BURs.

B. Identifying, selecting and implementing mitigation actions

15. It was highlighted that the mitigation component of the process of preparing NCs and BURs could be improved through a more rigorous and systematic approach to mitigation assessment.

16. Lessons learned in identifying, selecting and implementing mitigation actions were shared, specifically the difficulty of: defining the scope of work of experts involved in conducting mitigation assessments; accessing the data required for conducting mitigation assessments; and understanding and reporting assumptions made. Insights into and lessons learned about degree to which the involvement of key stakeholders improved the mitigation assessment process were also shared.

17. Experience with respect to contracting external experts for mitigation assessments was shared, underlining the importance of external expertise being supplemented with or eventually superseded by in-country technical expertise. This would increase the understanding of tools and methodologies used for mitigation assessment and their adaptation to local conditions, as well as enhance existing managerial expertise in overseeing the mitigation assessment process.

18. Experience of using off-the-shelf modelling tools and methodologies was shared, highlighting the importance of understanding how a model works, why it is applicable to the specific context and what underlying assumptions are used when sourcing external technical expertise.

19. Some participants were of the view that it is important to understand the different methodologies for selecting a base year for estimating GHG emission reductions so as to be able to justify the methodology, including its underlying assumptions and future impacts, used to feed data into national climate change policies and strategies.

20. Participants felt that the framework used for the hands-on exercise on the screening and prioritization of mitigation actions using multicriteria analysis could easily be adapted in their countries for understanding the low-carbon development options available and as input to more in-depth assessment of potential mitigation actions and to national policy decisions.

C. Analysing the impacts of mitigation actions

21. Participants described their efforts to analyse the impacts of mitigation actions in their countries. They highlighted the need for planning and preparation to ensure that the process of analysing impacts of mitigation actions can be completed within the required time frame. They shared challenges in gaining access to data from key stakeholders, verifying data quality and addressing data gaps, as well as solutions thereto.

22. During the exercise in conducting a simplified quantitative screening of GHG mitigation options (marginal abatement cost curve and multicriteria screening matrix), participants pointed out that using even the simplest formal mitigation models requires many months of effort, a good level of expertise, ongoing training and strong guidance from experienced experts (economists, modellers, energy experts). Financial resources, data collection and data quality control/quality assurance measures were identified as important needs in this regard.

23. During the exercise in assessing the impacts of mitigation actions in the transport sector, participants noted that replacing existing passenger transport fleets with more fuel-efficient or less energy-intensive alternatives requires careful analysis in order to understand the following: by how much the new technology will improve vehicle fuel economy compared with the existing fleet and 'business as usual' projections; how the benefits of the improvements will be realized over time; and what unintended consequences (i.e. rebound effects) could reduce the benefits (e.g. people keeping older vehicles for longer).

D. Reporting on mitigation under the Convention

24. While the UNFCCC reporting guidelines on BURs provide flexibility to countries to report information as per their capabilities and national circumstances, it can still be difficult for them to ensure that the information is sufficiently detailed and complete while also being concise. Participants found that the introduction to the various reporting templates and the examples prepared by the CGE could assist them in preparing information and reporting it as concisely as possible.

25. Participants were briefed on the importance of reporting coherent and consistent information in their NCs and BURs, considering that the BUR serves as an update to the mostly recently submitted NC. Discussions focused on managing timelines for the preparation of information in order to ensure that up-to-date information can be reported in the BUR.

26. Participants emphasized the need to understand and report on the objectives of both current and planned mitigation actions in the BUR so as to provide clarity on how implementing the mitigation actions will help to achieve the overall mitigation strategy and goals. Information on mitigation actions at various stages should be reported concisely but with sufficient detail to ensure the nature and scale of mitigation actions taken, planned and envisaged is clear.

27. Participants' awareness was raised with respect to integrating gender considerations into the NC and BUR preparation process and recognizing them in the reporting of information in NCs and BURs with a view to supporting the implementation of gender-related decisions under the Convention.

28. Through the reporting exercise, participants gained an understanding of the following: provisions of the UNFCCC reporting guidelines on BURs; how to analyse background information prepared by sectoral experts; and how to synthesize the information to be reported. This included facing the challenge of deciding on the extent and relevance of the information needed to concisely describe mitigation actions (nature, coverage (sectors and

gases), quantitative goals, progress indicators, methodologies and assumptions). Participants found that the exercise should assist them in tailoring their approach to preparing future reports and in refining existing institutional arrangements so as to make their data collection and management processes more efficient and effective.

E. Establishing or enhancing national institutional arrangements

29. Presentations made by participants from Barbados, Bolivia (Plurinational State of), Brazil, Chile, Cuba and Peru on their experience and lessons learned in establishing institutional arrangements led to a fruitful exchange of views on establishing or enhancing institutional arrangements to support measurement, reporting and verification (MRV). Participants described their ongoing efforts to overcome the challenges they face in strengthening their institutional arrangements.

30. Participants observed that less time and effort were needed to prepare the second BUR than the first one. This was mainly due to the fact that they were able to make use of and build on the processes and institutional arrangements put in place for the preparation of their first BUR.

31. The importance of leveraging support from academic and regional institutions and national agencies for making institutional arrangements more robust, sustainable and less dependent on external consultants over time was highlighted, as well as the following key elements of effective institutional arrangements:

(a) Fostering buy-in and ownership of the process of establishing institutional arrangements at senior management level is crucial for establishing a sufficiently capable and competent coordination body with the legal authority to involve key stakeholders in order to drive the process forward;

(b) Building on existing institutional line ministry and sector arrangements instead of establishing new arrangements can contribute to making the process inclusive and reduce additional resource requirements;

(c) Linking climate change with existing institutional arrangements for socioeconomic development and the Sustainable Development Goals could be a way to overcome the need for additional institutional arrangements for climate change and to obtain stakeholder buy-in.

F. Peer exchange

32. During the peer exchange segment, participants from Barbados, Bolivia (Plurinational State of), Brazil, Chile, Cuba and Peru presented their, sometimes similar, experience and lessons learned in preparing NCs and BURs. The key takeaway messages include that countries should:

(a) Move from the conceptual design of monitoring and evaluation systems to the implementation of more practical country-specific systems to support MRV;

(b) Enhance collaboration regionally so as to learn from other countries about challenges faced and solutions implemented in establishing or enhancing their institutional arrangements;

(c) Underpin data collection and management with a robust legal framework and well-established institutional arrangements;

(d) Enhance the knowledge and skills of in-country experts involved in preparing and reporting mitigation actions in NCs and BURs so as to help maintain institutional memory;

(e) Build on existing GHG inventory management systems to more effectively support the process of identifying mitigation actions.

G. Constraints, gaps and opportunities, and related financial, technical and capacity-building needs

33. Information was shared on projects submitted to the Global Environment Facility to access support from the Capacity-building Initiative for Transparency, which aims to strengthen the institutional and technical capacities of developing countries to successfully participate in existing MRV arrangements and the enhanced transparency framework under the Paris Agreement.

34. Communication technology, including national and ministry websites, was highlighted as useful for sharing information, raising awareness and improving coordination among stakeholders involved in the NC and BUR preparation process.

35. The need to link existing MRV systems to the national systems for monitoring and evaluation of climate change adaptation actions was also highlighted.

36. The consideration of both climate change mitigation and adaptation and the preparation of GHG inventories in a holistic manner were identified as crucial to making progress on sustainable development.

37. Regional cooperation initiatives present the opportunity to share challenges and possible solutions as well as to leverage support and resources for tackling those challenges. For example, a regional standardized baseline for a shared electricity grid could be developed to prevent each country in the region from having to estimate its own baseline emission factor.

IV. Conclusions

38. The workshop participants appreciated the opportunity to work on case studies, through hands-on exercises, that simulated the situation on the ground. They welcomed the extensive interaction with peers, the CGE and other experts. Distribution of the training materials before the workshop allowed participants to prepare in advance and thereby ensured that the workshop was as interactive as possible.

39. In general, the workshop was successful in:

(a) Familiarizing national experts from non-Annex I Parties with the process of preparing mitigation actions and reporting them in NCs and BURs in accordance with the relevant reporting guidelines;

(b) Serving as a platform for national experts from the same region to share experience and lessons learned;

(c) Promoting networking among national experts;

(d) Providing a platform for the CGE to interact with national experts and gain insight into relevant lessons learned and experience as well as constraints and challenges that countries are facing.

40. Some participants expressed an intention to use the training materials as the basis for training other national experts, enhancing existing institutional arrangements, furthering their knowledge of the analysis of mitigation actions, improving their terms of reference for hiring experts and improving their NC and BUR preparation process.

41. A survey was conducted after the workshop to solicit feedback from the participants. Sixteen participants responded to the survey. The feedback from the survey is summarized in paragraphs 42 and 43 below.

42. The respondents found the quality of the workshop to be either excellent (44 per cent) or good (56 per cent), as indicated by the survey results in the figure below. In total, 94 per cent of the survey respondents stated that the content was well prepared and 88 per cent indicated that the hands-on training exercises provided sufficient practice and stimulated sufficient feedback. All survey respondents indicated that the knowledge and information gained from participating in the workshop will be useful in and applicable to their work.

Feedback on the quality of the workshop

43. The following possible actions to enhance the effectiveness of such workshops in the future were identified:

(a) Enhancing the graphic presentation of concepts and information;

(b) Enhancing the hands-on exercises by providing more guidance, and increasing the number of exercises so as to cover more content and encourage learning by doing;

(c) Increasing the number of workshop days to allow participants more time to digest the content and ask more questions;

(d) Increasing the focus, with respect to MRV, on specific challenges that countries in the region face and potential solutions thereto;

(e) Including more information on tools and models used to estimate GHG emissions and mitigation potential, especially for the waste and transport sectors;

(f) Providing more examples from similar countries of lessons learned from reporting processes and fulfilling reporting obligations;

(g) Providing an in-depth update on the modalities, procedures and guidelines for the enhanced transparency framework for action and support under Article 13 of the Paris Agreement currently being negotiated under the APA and its impact on reporting.

44. The CGE, the secretariat and the workshop participants expressed their appreciation to the Government of Panama for hosting the workshop. The CGE also extended its appreciation to all collaborating partners that assisted in organizing the workshop and thanked Parties included in Annex II to the Convention and other developed country Parties that provided financial resources for the workshop.

Annex

Agenda for the regional hands-on training workshop on the preparation and reporting of information on mitigation actions in national communications and biennial update reports for the Latin American and Caribbean region

[English only]

Time	Agenda items
	Day 1
8.30 a.m. – 9 a.m.	**Registration**
9 a.m. – 9.30 a.m.	**Opening** - Opening address, welcome remarks, workshop opening remarks, keynote address
9.30 a.m. – 9.45 a.m.	**Introduction** - Introduction – workshop participants - Overview of workshop – objectives, agenda and expectations
9.45 a.m. – 10.15 a.m.	**Coffee break**
10.15 a.m. – 12.30 p.m.	**Mitigating climate change: the bigger picture** Overview of global mitigation of climate change: key results from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change *This session will cover the global context of mitigation and key messages drawn from the Fifth Assessment Report of the Intergovernmental Panel on Climate Change: approaches to climate change mitigation, trends in stocks and flows of greenhouse gases (GHGs) and their drivers, mitigation pathways and measures in the context of sustainable development, and mitigation policies and institutions.* **The intergovernmental response to mitigating climate change: the Convention, the Kyoto Protocol and the Paris Agreement** *This session will provide an overall picture of how national governments of both developed and developing countries are collectively mitigating climate change through intergovernmental processes, including the Convention, the Kyoto Protocol and the Paris Agreement. The emphasis will be on mitigation in the context of developing countries; however, in order to complete the global picture, elements relating to developed countries will also be broadly addressed.* - Question and answer session *Participants will have the opportunity to pose questions, seek clarification and share experience.*
12.30 p.m. – 2 p.m.	**Lunch break**
2 p.m. – 3.30 p.m.	**Identifying, selecting and implementing mitigation actions** - Determining the context for mitigation actions *This session will highlight key considerations in conducting mitigation assessments and identifying mitigation actions, and cover potential barriers that need to be taken into consideration in planning and implementing mitigation actions.*
3.30 p.m. – 4 p.m.	**Coffee break**
4 p.m. – 5.30 p.m.	**Identifying, selecting and implementing mitigation actions (continued)** - Steps for successfully selecting, designing and implementing mitigation actions *This session will provide an overview of the main steps involved in mitigation analysis.*

	Day 2
9 a.m. – 10.30 a.m.	**Identifying, selecting and implementing mitigation actions (continued)** - An overview of available tools and examples of commonly used tools for assessing mitigation potential *In this session an overview of tools available plus examples of commonly used tools for assessing mitigation potential will be provided. For each tool, general description, type of data or input needed, outputs, and strengths and limitations will be covered.*
10.30 a.m. – 11 a.m.	**Coffee break**
11 a.m. – 12.30 p.m.	**Identifying, selecting and implementing mitigation actions (continued)** - Hands-on exercise *Participants will engage in a hands-on exercise using spreadsheet models to (1) construct a GHG cost curve based on a hypothetical narrative (to be provided as part of the exercise) and (2) prioritize mitigation actions using multicriteria analysis.*
12.30 p.m. – 2 p.m.	**Lunch break**
2 p.m. – 3.30 p.m.	**Identifying, selecting and implementing mitigation actions (continued)** - Hands-on exercise – results and discussion *Participants will share their results, experience and lessons learned from undertaking the exercise.*
3.30 p.m. – 4 p.m.	**Coffee break**
4 p.m. – 5.30 p.m.	**Analysing the impacts of mitigation actions** *This session will provide good practice guidance for the analysis of the expected results of mitigation actions, that is ex ante analysis of effects, including the assessment of the sustainable development impacts of mitigation actions. It will also provide an overview of the steps in conducting an ex ante assessment, as well as examples of existing methodologies and tools for assessing impacts in different fields, and will cover different dimensions of progress of implementation, including understanding the status of implementation and results achieved to date.*
	Day 3
9 a.m. – 10.30 a.m.	**Analysing the impacts of mitigation actions (continued)** - Hands-on exercise – assessing the impacts of mitigation actions in the transport sector *Participants will engage in an exercise to assess GHG emission impacts of mitigation actions in the transport sector.*
10.30 a.m. – 11 a.m.	**Coffee break**
11 a.m. – 11.30 a.m.	**Analysing the impacts of mitigation actions (continued)** - Hands-on exercise – assessing the impacts of mitigation actions in the transport sector *Participants will share the results of the exercise.*
11.30 a.m. – 12.30 p.m.	**Reporting on mitigation under the Convention** - Reporting mitigation in national communications (NCs) and biennial update reports (BURs): context and mandate, approaches and examples *This session will provide an overview of the context and mandate for developing countries' reporting of information on mitigation in their NCs and BURs. Possible approaches to communicating information consistently with the reporting provisions will be explained and further elaborated using examples drawn from information submitted by developing countries in their NCs and BURs.*
12.30 p.m. – 1.30 p.m.	**Lunch break**
1.30 p.m. – 4 p.m.	**Reporting on [illegible]igation under the Convention (continued)** - Hands-on [illegible]ercise – preparing and reporting information in BURs *On the basis of a hypothetical narrative, participants, in small groups, will prepare information on mitigation actions to be reported in BURs.*
4 p.m. – 4.30 p.m.	**Coffee break**
4.30 p.m. – 5.30 p.m.	**Establishing or enhancing national institutional arrangements**

	This session will provide an overview of key components of national institutional arrangements for preparing and submitting NCs and BURs. It will include examples of institutional arrangements put in place by developing countries and actions taken towards, for example, improving coordination of information to be included in NCs and BURs, clearly defining roles and responsibilities of key stakeholders involved in the process and addressing resource capacity constraints through partnership or collaboration.
	Day 4
9 a.m. – 10.30 a.m.	**Peer exchange** - Experience and lessons learned – country presentations *Selected participants will present their countries' experience and lessons learned from the preparation of NCs and BURs, including related to establishing or enhancing national institutional arrangements.*
10.30 a.m. – 11 a.m.	**Coffee break**
11 a.m. – 1 p.m.	**Peer exchange (continued)** - Moderated discussion *In the context of the country presentations, this session will comprise an interactive discussion facilitated by moderators posing targeted questions related to challenges, experience and lessons learned in establishing or enhancing and maintaining institutional arrangements as well as using the relevant reporting guidelines to prepare NCs and BURs.*
1 p.m. – 2.30 p.m.	**Lunch break**
2.30 p.m. – 3 p.m.	**Constraints and gaps, and related financial, technical and capacity-building needs in relation to mitigation** - Moderated discussion *This session will provide a platform for participants to exchange views on constraints and gaps and related support needed in relation to preparing and reporting information on mitigation.*
3 p.m. – 3.30 p.m.	**Workshop assessment and closure**